

TENTATIVE TRACT MAP AND PARCEL MAP

Submittal Requirements and Checklist



The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Tentative Tract or a Tentative Parcel Map application. A Tentative Tract or a Tentative Parcel Map application will not be considered for approval, either by staff or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application

1. ☐ Deposit in the amount of:
 - ☐ Tentative Tract Map: \$3,000
 - ☐ Tentative Tract Map Time Extension: \$1,000
 - ☐ Tentative Parcel Map \$2,500
 - ☐ Tentative Parcel Map Time Extension \$500
2. ☐ Completed Discretionary Permit Application
3. ☐ Completed Ownership Disclosure Form
4. ☐ Completed Environmental Information Form
5. ☐ Completed Public Notice Package
6. ☐ Twelve (12) copies of the map drawn to scale and fully dimensioned. All maps should be bound together and folded to 8.5 inches x 11 inches. **Also** provide one (1) 8.5 inches x 11 inches reduced map. Include all information described on the Map Requirements Checklist below:
7. Map Requirements Checklist:
 - ☐ Name and address of the record owner of the property proposed to be subdivided and the name and address of the applicant. The applicant and owner; or the applicant alone, provided the applicant is authorized in writing by the owner, shall sign the Tentative Map indicating approval of the filing of such map.
 - ☐ Name and address of the registered civil engineer, or licensed surveyor, who prepared the map and the date of preparation.
 - ☐ Written statement of acknowledgement from any public utility owning easements, right-of-way, or other property within the boundaries of the proposed subdivision
 - ☐ North point and graphic scale of map
 - ☐ Sufficient description to define the boundaries of the proposed subdivision and a vicinity map indicating the general location of the proposed subdivision

12. ☐ Compliance with Ordinance 2005-1023, which includes but is not limited to:
- ☐ Proposed Site Plan/Elevations and Tentative Parcel/Subdivision Map.
 - ☐ Landscaping/Irrigation Plan
 - ☐ Building Construction Requirements
 - ☐ Physical Elements Report
 - ☐ Tenant Relocation Assistance

Please remember to check-off list items at application submittal. A copy of this checklist form should be submitted with the application.